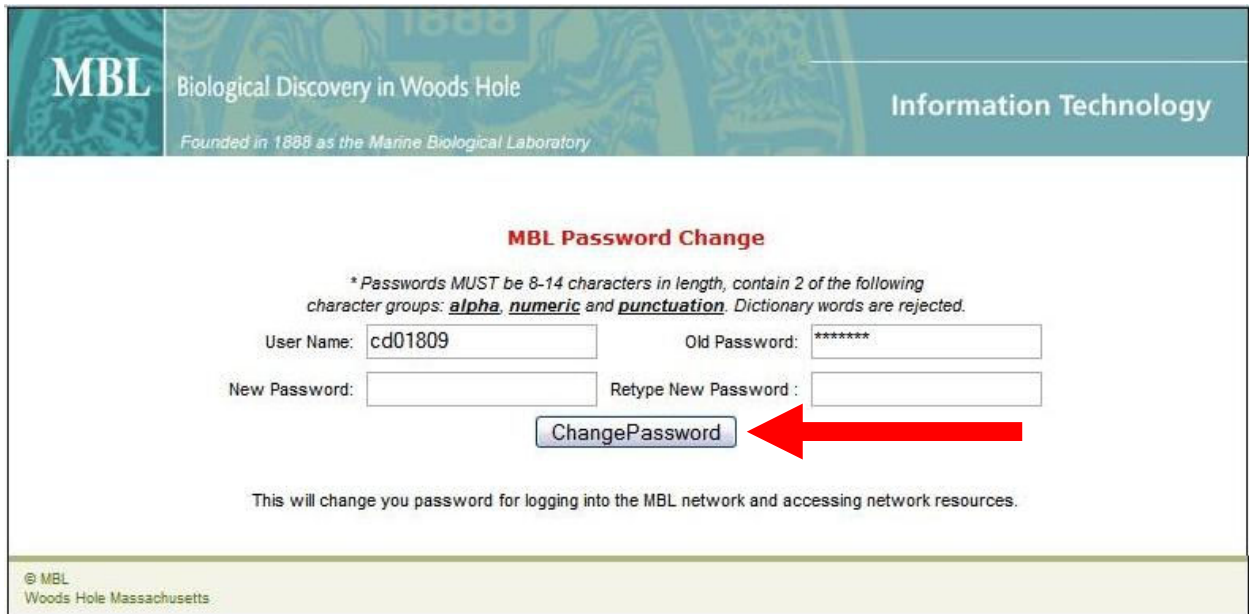


## How to Change your MBL “Single Sign On” Password

1. Once connected to the network open a web browser and go to <http://password.mbl.edu>.
2. Enter your “Login Name”, your “Old Password”, and your “New Password”. Your new password must be 8-14 characters long, cannot contain any dictionary words, and must contain a combination of letters, numbers and/or punctuation characters. Then click “Change Password”.



The screenshot shows the MBL Password Change web form. At the top, there is a header with the MBL logo and the text "Biological Discovery in Woods Hole" and "Information Technology". Below the header, the form title is "MBL Password Change". A note states: "\* Passwords MUST be 8-14 characters in length, contain 2 of the following character groups: **alpha**, **numeric** and **punctuation**. Dictionary words are rejected." The form contains four input fields: "User Name:" with the value "cd01809", "Old Password:" with "\*\*\*\*\*", "New Password:", and "Retype New Password:". A "ChangePassword" button is located below the fields, with a red arrow pointing to it from the right. At the bottom of the form, there is a message: "This will change you password for logging into the MBL network and accessing network resources." The footer of the page reads "© MBL Woods Hole Massachusetts".

3. Upon entering a valid password you will be informed that you have successfully changed your password. Then click the link “Back to Registration” to register your computer with your new password.

Note: If the password you have entered is not valid you will get an error message informing you why. You must now click on the “Back” button in your browser to go back to the “MBL Password Change” page and enter a different password.

If you experience any problems please contact the MBL IT HelpDesk by phone at extension 7654 or by email at [helpdesk@mbl.edu](mailto:helpdesk@mbl.edu). You may also submit a HelpDesk ticket by going to <http://helpdesk.mbl.edu/> and filling in the required information. A member the IT Department will contact you regarding your request. The MBL IT office hours are Monday through Friday 8:00 a.m. to 5:00 p.m.

Thank You,  
MBL Information Technology Department